

# **CITY OF HALF MOON BAY**

## **JOB CLASS SPECIFICATION**

### **PARKS & RECREATION SUPERVISOR**

#### **DEFINITION**

The Parks & Recreation Supervisor performs, coordinates and supervises professional recreation activities including the development, coordination, marketing, implementation and evaluation of all Park and Recreation programs.

#### **DISTINGUISHING CHARACTERISTICS**

Under the direction of the Parks and Recreation Director, plan, organize, coordinate and supervise a community recreation program for seniors, adults, youth and/or teens that includes physical activities, special interest classes, after school activities, decamps, aquatics, and fund raising.

Supervise recreation specialists, part-time recreation staff, special interest instructors, seasonal employees, contractors, and volunteers, as assigned.

#### **ESSENTIAL AND IMPORTANT DUTIES**

Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Promote good service, cleanliness and professionalism.

Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed. Establish and complete attainable goals and objectives. Prepare oral and written reports for commissions, civic groups, schools and the general public. Draft City Council reports.

Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Seek alternate funding for ongoing programs and special projects.

Coordinate recreation staff in the development and implementation of community recreation programs; determine work procedures, develop policies, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations; issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures. Maintain harmony among workers and resolve grievances.

Supervise classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs. Oversee registration of participants in programs and users of Community Center facilities.

Respond to public inquiries about recreation programs made by telephone, correspondence, or during public meetings. Display strong and professional public relation skills. Access recreation and service needs of the community; develop recommendations and implement programs and services accordingly.

Prepare for publication a variety of advertising media regarding recreation programs and provide this information to schools, the community, service groups and the general public.

Oversee Community Center operations including scheduling facility space for activities, maintenance and repair and registration for program participants. Assist in the administration of maintenance, repair, and development of existing and planned park and recreation facilities.

Perform a variety of miscellaneous duties such as answering phone, typing correspondence, provide supplies and equipment, coordinate arts/crafts for children, be responsible for field and facility scheduling and the coordination of adult sport leagues. Coordinate various tournaments throughout the year. Coordinate special events, including budget, themes and prop development.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Considerable Knowledge of:**

- Recreation philosophy.
- Planning and administration.

- Equipment, facilities, operations and techniques used in a comprehensive community recreation program.

**Skill to:**

- Deal calmly and effectively with other staff and the public.
- Maintain an even disposition under pressure and trying circumstances.
- Operate listed tools and equipment.
- Provide First Aid and CPR.

**Ability to:**

- Communicate clearly and understandably, both verbally and in writing.
- Possess both physical stamina and mental alertness.
- Work long hours and travel to meetings and conferences as needed.
- Operate computer equipment and word processing software.

**EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the essential and important duties for this position is required. A typical qualifying background would be graduation from an accredited college or university with a degree in recreation or a related field and three years of increasingly responsible experience in recreation program coordination.

**SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus of computer monitors.

### **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess, or obtain within six months of employment, an appropriate valid California Driver's License.